

## CITY OF HOUSTON

### HOW TO GET A VEHICEL-FOR-HIRE VEHICLE PERMIT/LICENSE

#### Not Taxicab

Please call 281.233.7860 for assistance

A complete application for a vehicle- for-hire service permit/license shall be submitted on forms furnished by the City of Houston, Administration and Regulatory Affairs Department, Regulatory Affairs Division, Transportation Section. The applicant shall furnish the following with each application, which shall be sworn to before a notary public.

- ❖ The name and form of business under which the service will be operated. (If a partnership or corporation, a copy of the partnership agreement or articles of incorporation must be attached)
- ❖ The name, mailing address, and street address, if different, of the applicant's agent for service of legal process (which information shall always be kept current.)
- ❖ A schedule showing the make, manufacturer model year, type, and vehicle identification number, license plate number, and mileage of each motor vehicle that the applicant desires to place into operation and a statement as to the legal ownership of each vehicle.

Please refer to the City of Houston's Code of Ordinances, Chapter 46, Vehicles for Hire for additional details (<http://www.houstontx.gov/codes>). You may also contact the Transportation Section office @ 281.233.7860 if you have additional questions. To ensure that you have properly completed your application, use the appropriate **"Vehicle Permit/License Requirements Checklist"**, which is attached to this application.

Administration and Regulatory Affairs Department  
Regulatory Affairs Division-Transportation Section  
5050 Wright Road  
Houston, Texas 77032  
281.233.7860 Office  
281.233.2052 Facsimile  
Monday through Friday  
7:00a.m. to 6:00p.m.

### Vehicle Permit/License Checklist

- **Step I-** Complete the application in its entirety and have it notarized
- **Step II-** Take the application packet to Municipal Courts located at 1400 Lubbock, 1st floor for a traffic warrants check. There will be a \$9.00 fee. (Cash only)
- **Step III-** Go to the Badge Office at Bush Airport, Terminal A, baggage claim level to be fingerprinted
- **Note\*** Each individual listed on the application must be fingerprinted at Bush Airport
- Allow 2-3 working days for the fingerprinting results.
- **Step IV-** After 2-3 working days call the Transportation Section Office @ **281.233.7860** to verify the fingerprint results have been received.
- **Step V-** Bring the following items to the Transportation Section Office, 5050 Wright Road.
  - 1) Vehicle(s) for Transportation Section inspection;
  - 2) Certificate of Title;
  - 3) Proof of Insurance on the appropriate Insurance Filing Form (policy will not be accepted) \*Note, Hand written policies **will not** be accepted.
  - 4) In case of a leased vehicle, a written lease agreement in a form approved by the Transportation Section.
  - 5)

#### Other Application Information

- Incomplete applications will not be processed.
- Only original documents will be accepted.
- Documents must have identical names and spellings.
- Documents containing alterations, erasures, or outdated photos will not be accepted.
- Fraudulent documents will be confiscated, Permit may be revoked
- All fees are non-refundable



**City of Houston**  
**Administration and Regulatory Affairs Department**  
Regulatory Affairs Division-Transportation Section  
5050 Wright Road  
Houston, Texas 77032  
(281) 233.7860 office  
(281)233.2052 fax



**VEHICLE -FOR-HIRE**  
**VEHICLE LICENSE/PERMIT APPLICATION**

1. TYPE OF BUSINESS (Check one) ☐ Proprietorship ☐ Partnership ☐ Corporation
2. TYPE OF PERMIT (Check one)  
☐ Charter/SS ☐ Limousine ☐ Jitney ☐ School Bus ☐ Low Speed Shuttle ☐ Pedicab ☐ SGT
3. Harris County DBA: \_\_\_\_\_ Owner's Name \_\_\_\_\_
4. Business Address: \_\_\_\_\_  
Street Address City State Zip Code
5. Mailing Address: \_\_\_\_\_  
Street Address City State Zip Code
6. Applicant's Name Last \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_
7. Business Phone Number: \_\_\_\_\_ Home Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_
8. Do you intend to pick up or drop-off at any Houston Airport? ☐ Yes ☐ No
- 9 How many vehicles do you intend to operate? \_\_\_\_\_
10. List the names of Partner's, Principal Officers of Corporation, or each person who holds 10% or more of outstanding company shares. (Attach a copy of the Partnership Agreement or Articles of Incorporation)
- | Name  | Title |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Under penalties of perjury, I (print name) \_\_\_\_\_ declare that I have examined this application and accompanying attachments, required, and to the best of my knowledge and belief, that all this information herein is true, correct and complete.

\_\_\_\_\_  
Applicant, Signature

State of Texas  
County of Harris

Before me, \_\_\_\_\_ on this day personally appeared \_\_\_\_\_ proved to me through \_\_\_\_\_ to be the person whose name is subscribed to the foregoing instrument and acknowledge that he/she executed the same for the purposes and consideration therein expressed.

Given under my hand and Seal of office this, \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_

\_\_\_\_\_  
Signature of Notary

**SCHEDULE A  
PROPRIETORSHIP AFFIDAVIT**

**APPLICANT NAME:** \_\_\_\_\_

**INSTRUCTIONS:**

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1. If you checked "Proprietor" on item 1 of the vehicle-for-hire permit application, fill out this form.
  2. Affidavit must be signed in the presence of and notarized by a notary public
- 

Under penalties of perjury I, \_\_\_\_\_, declare that I am the individual making the foregoing application for a vehicle-for-hire vehicle permit, and that the answers to the foregoing questions and other statements contained therein are true correct to the best of our knowledge.

\_\_\_\_\_  
Signature of Applicant

STATE OF TEXAS

COUNTY OF HARRIS

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, proved to me through \_\_\_\_\_ to be the person whose name are subscribed on the foregoing instrument and acknowledged that he/she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_ A D. 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Notary

**SCHEDULE A  
PARTNERSHIP AFFIDAVIT**

**APPLICANT NAME:** \_\_\_\_\_

**INSTRUCTIONS:**

- 
1. If you checked "Partnership" on item 1 of the vehicle-for-hire permit application, fill out this form.
  2. Affidavit must be signed in the presence of and notarized by a notary public
- 

Under penalties of perjury we, \_\_\_\_\_ and \_\_\_\_\_, declare that we are the partners of the partnership making the foregoing application for a vehicle-for-hire vehicle permit, which the answers to the foregoing questions and other statements contained therein are true correct to the best of our knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant

STATE OF TEXAS

COUNTY OF HARRIS

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_ and \_\_\_\_\_ proved to me through \_\_\_\_\_ and \_\_\_\_\_ to be the persons whose names are subscribed on the foregoing instrument and acknowledged that they have executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_ A D. 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Notary

**SCHEDULE A  
CORPORATION AFFIDAVIT**

**APPLICANT NAME:** \_\_\_\_\_

**INSTRUCTIONS:**

- 
1. If you checked "Corporation" on item 1 of the vehicle-for-hire permit application, fill out this form.
  2. Affidavit must be signed in the presence of and notarized by a notary public
- 

Under penalties of perjury I, \_\_\_\_\_, being first duly sworn deposes and says that he/she is the president of \_\_\_\_\_ and duly authorized to make the foregoing application for a vehicle-for-hire vehicle permit application on behalf of the corporation, and that the answers to the foregoing questions and other statements contained therein are true correct to the best of his/her knowledge.

ATTEST: \_\_\_\_\_  
Signature of Company President

BY: \_\_\_\_\_  
Corporate Secretary

STATE OF TEXAS

COUNTY OF HARRIS

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, proved to me through \_\_\_\_\_ to be the person whose name are subscribed on the foregoing instrument and acknowledged that he/she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_ A D. 20\_\_\_\_

\_\_\_\_\_  
Signature of Notary

**DEED RESTRICTION AND  
LAW COMPLIANCE AFFIDAVIT**

I understand and agree that it is my responsibility to comply with all deed restrictions and city, state, and federal laws, regulations and/or ordinances concerning any activity authorized by the license, permit, or certificate, requested in the application to which this affidavit pertains and concerning any land or place where such activities may be conducted.

I also understand and agree that the City of Houston by issuing the license, permit or certificate for which I am applying does not excuse or approve of any violation of deed restrictions, of city, state or, federal laws, regulations or ordinances and that the license, permit, or certificate will be void in the event that it is used in violation thereof.

I fully understand that if the permit, license, of certificate for which I am applying is issued, the City of Houston or any other appropriate entity may institute legal proceedings against me if I violate any deed restriction, or any city, state or federal law, regulation or ordinance.

To the extent that this affidavit is made on behalf of a corporation or for the benefit of any persons other than myself, I certify that I have fully advised them of the content of this affidavit and that I am duly authorized to execute the same as the act and deed of the applicant or persons.

\_\_\_\_\_  
Signature of Affiant

State of Texas  
County of Harris

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_  
proved to me through \_\_\_\_\_ instrument and acknowledged that he/she executed the same for  
the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_

\_\_\_\_\_  
Signature of Notary

## LIMOUSINE VEHICLE AIRPORT AFFIDAVIT

I, \_\_\_\_\_ being first duly sworn depose and say that; He or She conforms to the Limousine Ordinance requirement according to Section 46-233 (h-2):

“Each licensee who desires to operate upon the city airports is required to maintain and operate a city authorized fleet of not less than three limousines, including at least one extended body type vehicle at all times under limousine service”

“A licensee operating under the special exemption may not increase the number of vehicles authorized under this license unless and until he adds at least one extended body type vehicle to his authorized fleet”

\_\_\_\_\_  
Signature of Applicant

State of Texas  
County of Harris

Before me, \_\_\_\_\_, on this day personally  
appeared \_\_\_\_\_ proved to me through \_\_\_\_\_

To be the person whose name is subscribed to the foregoing instrument and acknowledged that he/she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ Day of \_\_\_\_\_, A.D. 20\_\_\_\_

\_\_\_\_\_  
Signature of Notary



**SCHEDULE H**  
**PERSONAL HISTORY OF BUSINESS OWNERS**

**INSTRUCTIONS:**

If you answered "proprietor" for item #1 on the vehicle-for hire- vehicle license/permit application, fill out a Schedule H for yourself. For "partnerships", each partner must complete a separate Schedule H. For "corporations", each of the three principal officers of the corporation must complete a separate Schedule H.

Each individual who is required to fill out a Schedule H must submit himself/herself to be fingerprinted at Terminal A at the Bush intercontinental Airport.

Name of Individual, Partner or Principal Officer\_\_\_\_\_

Address\_\_\_\_\_

Street

City

State

Zip Code

Phone\_\_\_\_\_ Form of Business\_\_\_\_\_ % of Ownership Interest\_\_\_\_\_

Date of Birth\_\_\_\_\_ Age\_\_\_\_\_ Place of Birth\_\_\_\_\_

Social Security Number\_\_\_\_\_ Texas Driver License Number\_\_\_\_\_

Sex\_\_\_\_\_ Race\_\_\_\_\_ Marital Status\_\_\_\_\_ U.S. Citizen Yes\_\_\_\_\_ No\_\_\_\_\_

Weight\_\_\_\_\_ Hair Color\_\_\_\_\_ Color of Eyes\_\_\_\_\_

**Places of residence for preceding five (5) years:**

Date From- To	Street Address	City	State	Zip Code
Date From- To	Street Address	City	State	Zip Code
Date From- To	Street Address	City	State	Zip Code
Date From- To	Street Address	City	State	Zip Code
Date From- To	Street Address	City	State	Zip Code

**Names and addresses of employer for preceding five (5) years:**

Date From- To	Street Address	City	State	Zip Code
Date From- To	Street Address	City	State	Zip Code
Date From- To	Street Address	City	State	Zip Code
Date From- To	Street Address	City	State	Zip Code
Date From- To	Street Address	City	State	Zip Code

**Schedule H Page 2****Name of Individual, Partner, or Corporate Officer:** \_\_\_\_\_**Name and Address of each business owned or operated for preceding five (5) years:**

Date From- To	Street Address	City	State	Zip Code
Date From- To	Street Address	City	State	Zip Code
Date From- To	Street Address	City	State	Zip Code
Date From- To	Street Address	City	State	Zip Code
Date From- To	Street Address	City	State	Zip Code

Has individual filling out this form been convicted of any criminal offense in any state, or spent time in prison in the preceding ten (10) years? \_\_\_\_\_ Yes \_\_\_\_\_ No if yes, provide the following:

Offense convicted of \_\_\_\_\_

Date of conviction \_\_\_\_\_

Place of conviction \_\_\_\_\_

Court and case number \_\_\_\_\_

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**DO NOT WRITE BELOW THIS LINE**

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MUNICIPAL COURTS (Warrant Check) \$9.00  
1400 Lubbock, 1<sup>st</sup> Floor

\_\_\_\_\_  
Checked by:

\_\_\_\_\_  
Clerk; Corporation Court

**SCHEDULE V  
MOTOR VEHICLE LIST**

**INSTRUCTIONS:**

- 1) Complete the following as shown in the example.
- 2) If more space is needed, copy this page or obtain additional copies of this form at our website at [www.houstontx.gov](http://www.houstontx.gov) or from the Transportation Section office at 5050 Wright Road.

**Examples:**

Limousine: Sedan, Stretch (15 passengers or less), Van (15 passengers ONLY), SUV or, Antique

Charter: Passenger capacity must exceed 15 passengers

MAKE/MODEL	YEAR	CLASS: SEDAN, STRETCH, VAN	SEATING CAPACITY INCLUDING DRIVER	MILEAGE	LICENSE	VIN# (LAST 5 NUMBERS ONLY)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						